

## COUNTY OF GREENVILLE CAPITAL PROJECTS

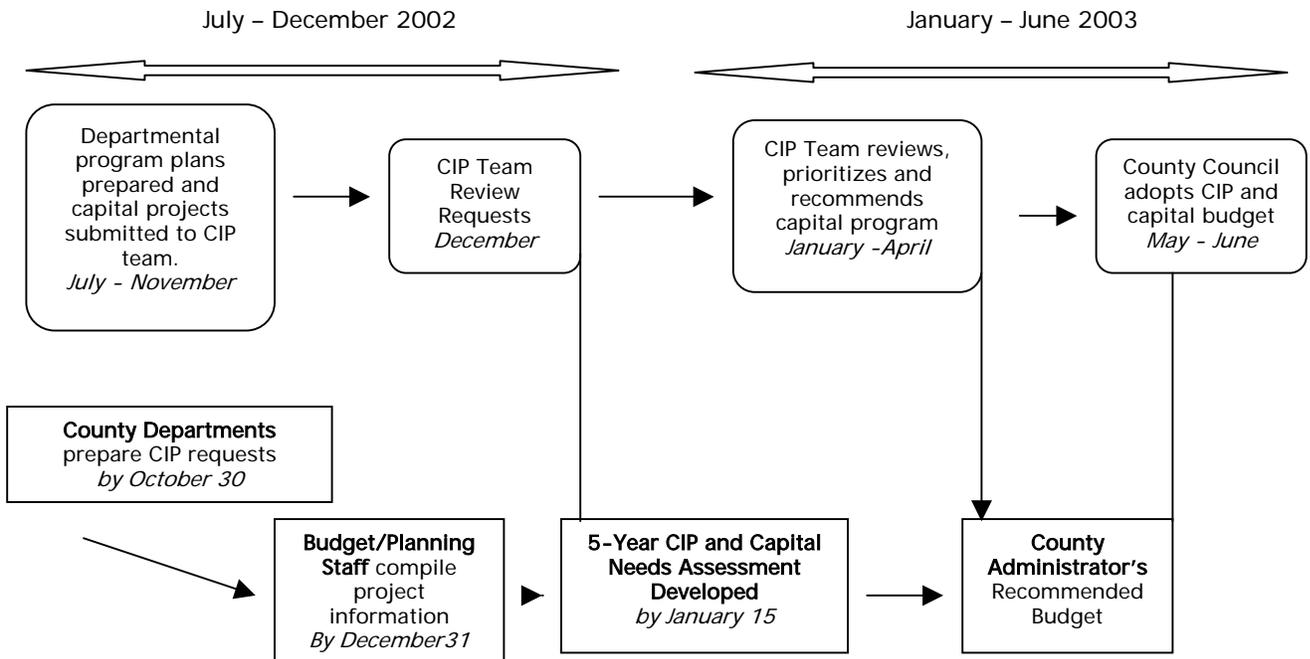
Capital projects are submitted and approved through the multi-year Capital Improvement Planning process. This section of the document provides information on the multi-year capital improvement program, the current program status, a summary of capital projects and a copy of the Capital Improvement Policies.

### CAPITAL IMPROVEMENT PROGRAM

The County of Greenville's Capital Improvement Program is designed to identify major, infrequent and nonrecurring projects, which should be financed over a period of years. Greenville County has selected a programming period of 5 years. The development of a Capital Improvement Plan (CIP) involves a comprehensive evaluation of project planning, justification, coordination needs, priorities and relationship to budgeting policies. Therefore, the capital improvement budget is considered with budget decisions. Capital improvement programming is a continuous process involving yearly adjustments. The CIP includes capital projects recommended for fiscal years 2004 through 2008. Each fiscal year's capital budget is submitted in conjunction with its respective operating budget. The CIP multi-year plan includes projects for which funding is currently available and for which future funding is reasonably assured.

### CAPITAL IMPROVEMENT PLANNING PROCESS

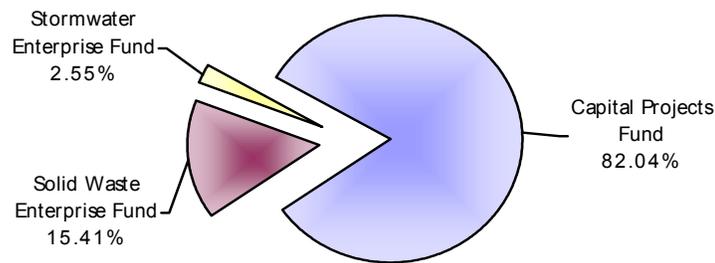
Shown below is a graphic depiction of the process followed for capital improvement planning.



**CURRENT PROGRAM STATUS**

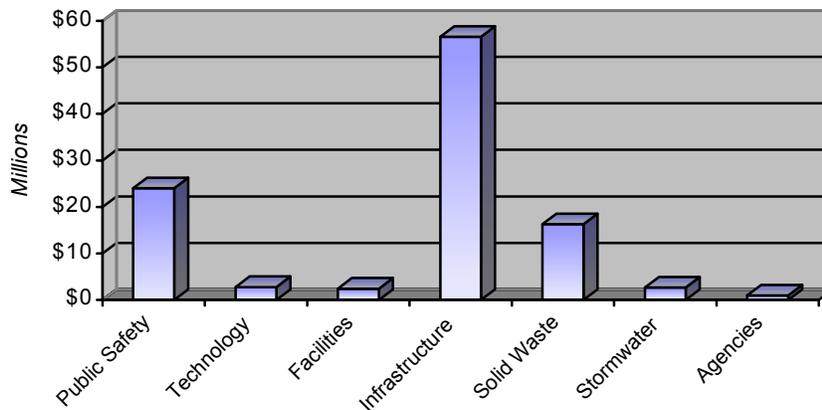
The FY2004-2008 Capital Improvement Program totals \$106.783 million for projects in the areas of public safety, technological improvements, facilities, infrastructure, solid waste, and stormwater. For the current biennium budget, capital projects total \$27.504 million for FY2004 and \$37.539 million for FY2005. Below are graphic comparisons of budgeted capital projects by fund and by type. The following page provides a detailed listing of capital projects and financing summary. In the capital projects fund, infrastructure expenditures are by far the greatest percentage. The County's Road Program comprises the majority of the infrastructure items. Capital projects funded by the County's enterprise funds are specific to each respective fund.

**CAPITAL PROJECTS BY FUND**



**CAPITAL PROJECTS BY TYPE**

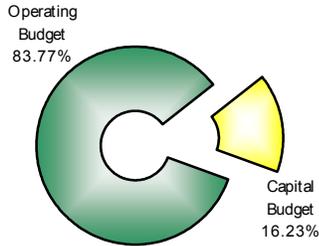
Following is a graphic comparison of the capital improvements plan by type of improvements. The majority of improvements are for infrastructure improvements, which includes the County's road program and drainage/stormwater issues. Another large area is public safety improvements, due to the expansion of the County's Detention Center.



COUNTY OF GREENVILLE COMPREHENSIVE CAPITAL IMPROVEMENT PROGRAM  
 FINANCING SUMMARY (in Millions)

CAPITAL PROJECTS FUND	CURRENT FUNDING SOURCE	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL FUNDS FY2004-FY2008	OPERATING IMPACT FY2004	OPERATING IMPACT FY2005
<b>COUNTY GOVERNMENT DEPARTMENTS</b>									
<b>Public Safety Projects</b>									
	General Fund Transfer	\$ -	\$ -	\$ 0.279	\$ -	\$ -	\$ 0.279	\$ -	\$ -
	Expansion of Criminal Records Division	\$ -	\$ -	\$ 0.141	\$ -	\$ -	\$ 0.141	\$ -	\$ -
	Forensics Technology	\$ -	\$ -	\$ 0.150	\$ -	\$ -	\$ 0.150	\$ -	\$ -
	Property and Evidence Processing Station	\$ 6,000	\$ 16,000	\$ 1,430	\$ -	\$ -	\$ 23,430	\$ -	\$ -
	Deteration Center Addition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 6,000</b>	<b>\$ 16,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Technological Improvements</b>									
	GF Transfer/Special Revenue	\$ 1,085	\$ 0.700	\$ 0.500	\$ -	\$ -	\$ 2.285	\$ -	\$ -
	Ortho Photography/Land Base	\$ -	\$ 0.300	\$ 0.200	\$ -	\$ -	\$ 0.500	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 1,085</b>	<b>\$ 1,000</b>	<b>\$ 0.700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,785</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities</b>									
	HVAC Systems	\$ 0.074	\$ -	\$ -	\$ -	\$ -	\$ 0.074	\$ (0.010)	\$ (0.010)
	Carpet Replacement	\$ 0.260	\$ -	\$ -	\$ -	\$ 0.250	\$ 0.510	\$ -	\$ -
	County Square Renovations	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
	Parking Lot Renovations	\$ 0.088	\$ 0.088	\$ -	\$ -	\$ -	\$ 0.175	\$ -	\$ -
	Security Enhancements	\$ 0.200	\$ 0.200	\$ -	\$ -	\$ -	\$ 0.400	\$ -	\$ -
	Energy Projects (HVAC Controls)	\$ 0.298	\$ -	\$ -	\$ -	\$ -	\$ 0.298	\$ (0.041)	\$ (0.041)
<b>TOTAL</b>		<b>\$ 1,919</b>	<b>\$ 0.288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.250</b>	<b>\$ 2,457</b>	<b>\$ (0.051)</b>	<b>\$ (0.051)</b>
<b>Infrastructure</b>									
	Water Lines	\$ 0.500	\$ 0.500	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 0
	Road Program	\$ 9,650	\$ 11,101	\$ 12,589	\$ 11,600	\$ 11,601	\$ 56,541	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 10,150</b>	<b>\$ 11,601</b>	<b>\$ 12,589</b>	<b>\$ 11,600</b>	<b>\$ 11,601</b>	<b>\$ 57,541</b>	<b>\$ -</b>	<b>\$ -</b>
<b>COUNTY GOVERNMENT SUBTOTAL</b>		<b>\$ 19,154</b>	<b>\$ 28,889</b>	<b>\$ 15,289</b>	<b>\$ 11,600</b>	<b>\$ 11,851</b>	<b>\$ 86,783</b>	<b>\$ (0.051)</b>	<b>\$ (0.051)</b>
<b>OUTSIDE AGENCIES</b>									
	The Matrix Business Park	\$ 0.500	\$ 0.500	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
<b>AGENCIES SUBTOTAL</b>		<b>\$ 0.500</b>	<b>\$ 0.500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL PROJECTS FUND TOTAL</b>		<b>\$ 19,654</b>	<b>\$ 29,389</b>	<b>\$ 15,289</b>	<b>\$ 11,600</b>	<b>\$ 11,851</b>	<b>\$ 87,783</b>	<b>\$ (0.051)</b>	<b>\$ (0.051)</b>
<b>SOLID WASTE ENTERPRISE FUND</b>									
	Solid Waste	\$ 6,500	\$ 6,800	\$ 1,000	\$ 1,000	\$ 1,000	\$ 16,300	\$ -	\$ -
	Landfill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SOLID WASTE ENTERPRISE FUND TOTAL</b>		<b>\$ 6,500</b>	<b>\$ 6,800</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 16,300</b>	<b>\$ -</b>	<b>\$ -</b>
<b>STORMWATER ENTERPRISE FUND</b>									
	Stormwater Task Force Projects	\$ 1,350	\$ 1,350	\$ -	\$ -	\$ -	\$ 2,700	\$ -	\$ -
<b>STORMWATER ENTERPRISE FUND TOTAL</b>		<b>\$ 1,350</b>	<b>\$ 1,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FOR ALL CAPITAL PROJECTS</b>		<b>\$ 27,504</b>	<b>\$ 37,539</b>	<b>\$ 16,289</b>	<b>\$ 12,600</b>	<b>\$ 12,851</b>	<b>\$ 106,783</b>	<b>\$ (0.051)</b>	<b>\$ (0.051)</b>

### RELATIONSHIP BETWEEN OPERATING AND CAPITAL BUDGETS

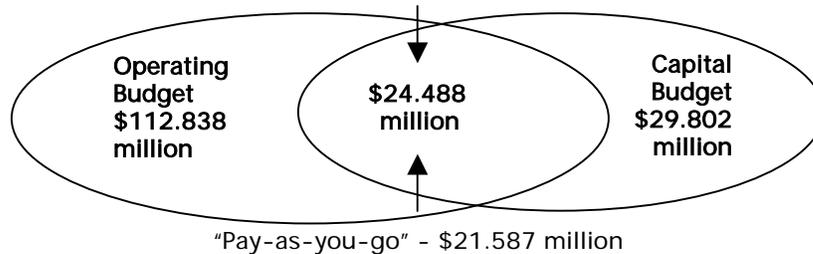


#### Fiscal Year 2004

The chart below shows the relationship between the operating budget and capital expenditures for FY2004. Capital expenditures of \$29.802 million include capital projects of \$27.504 million. The impact on the \$112.838 million operating budget is \$2.799 million. This amount includes \$2.588 million in debt service for capital projects approved in prior years, \$224,614 in debt service for capital projects in FY2004, \$38,000 for loan payment for State ConserFund loan, and \$51,000 in estimated savings from operations related to new projects. The remaining \$21.857 million for "pay-as-you-go" projects will come from fund balances in each of the respective funds and/or special revenue.

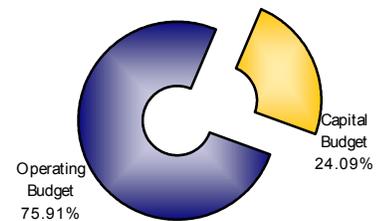
#### Operating Impact \$2.799 million for FY2004

Debt Service \$2.850 million (Principal and Interest)  
 Operations and Maintenance (\$.051) million



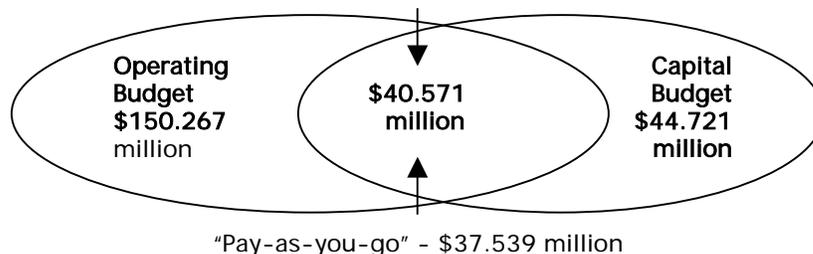
#### Fiscal Year 2005

The chart below shows the relationship between the operating budget and capital expenditures for FY2005. Capital expenditures of \$38.630 million include capital projects of \$37.539 million. The impact on the \$121.752 million operating budget is \$3.032 million. That amount includes \$3.045 million in debt service for capital projects approved in prior years, \$38,000 for loan payment of State ConserFund loan, and \$51,000 in estimated savings for operations related to capital projects. The remaining \$37.539 million for "pay-as-you-go" projects will come from general fund balance and/or special revenue.



#### Operating Impact \$3.032 million for FY2005

Debt Service \$3.084 million (Principal and Interest)  
 Operations and Maintenance (\$.051) million



### OPERATING IMPACTS

A project might have an operating budget impact if the project includes the need for additional staff, maintenance, or daily operational costs. The amount of operating budget impact for each project is referred to in the following terms:

OPERATING IMPACT	DESCRIPTION
Positive	The project will either generate some revenue to offset expenses or reduce operating costs.
No Impact	The project will cause no change in operating costs
Negligible	The impact will be very small; it will generate less than \$10,000 per year in increased operating expenditures.
Slight	The impact will be between \$10,001 and \$50,000 in increased operating expenditures.
Moderate	The impact will be between \$50,001 and \$100,000 in increased operating expenditures.
High	The impact will increase operating expenditures \$100,001 or more.

### FUNDING SOURCES

The Capital Improvement Program utilizes a variety of funding sources to fund capital projects. These sources include: transfers from the County's general operating fund, general obligation bonds, special revenue, special source revenue bonds via the County's Infrastructure Bank, pay-as-you-go basis either through ad valorem revenues or fees, and enterprise fund revenue. The chart below provides a description of funding sources.

FUNDING SOURCE	DESCRIPTION
General Fund Transfer	A major source of smaller capital projects is transfers from the County's general operating fund.
General Obligation Bonds	General Obligation Bonds are used to finance a variety of public projects. Article X, Section 14, of the constitution of the State of South Carolina, 1895, as amended, provides that counties shall have the power to incur bonded indebtedness in such a manner and upon such terms and conditions as the General Assembly shall prescribe by general law. General obligation debt may be incurred only for public and corporate purpose in an amount not exceeding 8% of the assessed value of all taxable property of each county.
Special Revenue	One source utilized in the current CIP program is special revenue received from the sale of Grady Hipp Nursing Home and Greenville Retirement Center.
Special Revenue Bonds	The South Carolina Code of Laws, Section 4-1-175 and 4-29-68 provides that counties can issue Special Source Revenue Bonds for the purpose of building or acquiring infrastructure necessary to continue the economic development of a county. The portion of the CIP which provides for the building or acquiring of infrastructure necessary to continue the economic development of the County is included in the Infrastructure Bank and funded through Special Source Revenue Bonds. The County has pledged the County portion of the revenue stream from the multi-county parks, which includes fee-in-lieu-of-taxes (FILOT) revenues.
Pay-as-you-go Basis	Another source utilized in the CIP is the pay-as-you-go basis either through ad valorem revenues or fees. The CIP utilizes a road maintenance fee of \$15 to fund a portion of the road program.
State ConserFund Program	This program provides the capability for SC counties to partner with the State to borrow money with a low interest rate for the purpose of funding energy related projects with demonstrated operational savings.
Enterprise Fund Revenue	For the County's two enterprise funds, Solid Waste and Stormwater, improvements are funded through each fund's respective revenue.

**CAPITAL IMPROVEMENT PROJECTS SUMMARY  
 CAPITAL PROJECTS FUND**

The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital projects, other than those financed by proprietary funds. The FY2004-FY2008 Capital Improvement Program includes a budget of \$105.783 million for various capital projects in the areas of public safety, technological improvements, facility improvements, and infrastructure improvements. Each project is discussed in detail on the following pages.

<b>PUBLIC SAFETY PROJECTS</b>	<b>\$24,000,000</b>
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A total of \$24.0 million is included in the Capital Improvement Program to fund the construction, expansion, and renovation of law enforcement and public safety facilities. These projects include the construction of an additional inmate-housing pod for the Detention Center and renovation of law enforcement support areas.

**EXPANSION OF CRIMINAL RECORDS DIVISION  
 No Impact on Operating Budget**

**PROJECT NAME:** Expansion of Criminal Records

**LOCATION:** 20 McGee Street

**PROJECT DESCRIPTION**

The Criminal Records unit currently manages all criminal records generated by the Greenville County Sheriff's Office, the Greenville Police Department, EMS records and related billing processes and all property seized by the Sheriff's Office and Greenville Police Department. Record storage space and data entry space for clerks has not increased since 1976. Currently, during a typical month, approximately 8,000+ reports are received ranging from a single page to large files containing multiple pages. This project involves the relocation of the Criminal Records function to the 1994 Detention facility and would allow the opportunity for some future growth.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Planning and Design			0.070			0.070
Construction			0.209			0.209
Total Expenditures	-	-	0.209	-	-	0.279
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer			0.279			0.279
Total Funding	-	-	0.279	-	-	0.279
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The renovation of the Criminal Records area is budgeted in a capital projects fund and is being financed with a general fund transfer to capital projects in conjunction with the Detention Center addition project. No impact on the operating budget is anticipated. Benefits of this project include: custodial consolidation of all department records, adequate space for operations of the Division, and enhanced security for the Division.

**FORENSIC TECHNOLOGY  
 No Impact on Operating Budget**

**PROJECT NAME:** Forensic Technology

**LOCATION:** 20 McGee Street

**PROJECT DESCRIPTION**

This project involves the replacement of three Livescan 3000N workstations. The Livescan devices are biometric fingerprint imaging devices utilizing computer processing to capture, store, and transmit fingerprint data in FBI NIST format. This system provides an inkless method of obtaining fingerprints and then electronically transmits these images and data information to SLED for criminal history purposes. The system has been redesigned and now allows the ability to capture palm prints. Currently, palm prints requested on an individual must be obtained in ink, which is time consuming, messy and requires extra space for a fingerprint stand. The automatic capturing of palm prints would ensure that high quality impressions are obtained. The most important element of the devices is that it allows for the ability to search against stored data.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Purchase of Equipment			0.141			0.141
Total Expenditures	-	-	0.141	-	-	0.141
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer			0.141			0.141
Total Funding	-	-	0.141	-	-	0.141
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The replacement of this forensic technology is budgeted in the capital projects fund and is being financed with a general fund transfer to capital projects in conjunction with the Detention Center addition project. No impact on the operating budget is anticipated. This project will provide for the replacement of aged equipment and allow for faster processing time by reducing errors and time involved in capturing fingerprint and palm print information.

**PROPERTY AND EVIDENCE PROCESSING STATION  
 No Impact on Operating Budget**

**PROJECT NAME:** Property and Evidence Processing Station

**LOCATION:** 20 McGee Street

**PROJECT DESCRIPTION**

The Property and Evidence function is a part of the Criminal Records Division. Property and Evidence stores all physical evidence seized/obtained by the Sheriff's Office and the Greenville Police Department. This project involves the development of a processing station in the temporary morgue located in the parking lot of the Law Enforcement Center. This temporary facility can be modified to create a drying space with appropriate ventilation for harmful and annoying odors. Portions of the same facility can be modified and enhanced with security measures to store repulsive items of evidence.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Construction			0.150			0.150
Total Expenditures	-	-	0.150	-	-	0.150
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer			0.150			0.150
Total Funding	-	-	0.150	-	-	0.150
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The creation of a property and evidence processing station for biohazard contaminated evidence is budgeted in the capital projects fund and is being financed with a general fund transfer to capital projects in conjunction with the Detention Center addition project. No impact on the operating budget is anticipated.

**DETENTION CENTER ADDITION  
 Impact on Operating Budget – High >\$100,001**

**PROJECT NAME:** Detention Center Addition

**LOCATION:** 20 McGee Street

**PROJECT DESCRIPTION**

This project involves the construction of a separate multiple custody building located adjacent to the current Detention Center. This project would increase the capacity of the facility to 1591 rated beds, an increase of 672 beds. The current facility is operating at 125% of its rated bed capacity for general population adult inmates. This addition will be accommodated in the form of new construction and minor renovations to the existing facility.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>TOTAL</b>
	<b>A P P R O V E D</b>	<b>A P P R O V E D</b>	<b>P R O P O S E D</b>	<b>P R O P O S E D</b>	<b>P R O P O S E D</b>	
Planning and Design		1.678				1.678
Site Improvement			0.048			0.048
Construction			17.292			17.292
Purchase of Equipment			1.497			1.497
Administration			0.500			0.500
Contingency			1.500			1.500
Other			0.915			0.915
<b>Total Expenditures</b>	<b>-</b>	<b>1.678</b>	<b>21.752</b>	<b>-</b>	<b>-</b>	<b>23.430</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	6.000	16.000	1.430			23.430
<b>Total Funding</b>	<b>6.000</b>	<b>16.000</b>	<b>1.430</b>	<b>-</b>	<b>-</b>	<b>23.430</b>
<b>OPERATING BUDGET IMPACT (High &gt; \$100,001)</b>						
Personnel Services			0.226	0.831	1.391	2.448
Operating Expenses			0.349	0.524	0.549	1.421
Contractual Services			0.022	-	-	0.022
<b>Total Operating Costs</b>	<b>-</b>	<b>-</b>	<b>0.597</b>	<b>1.355</b>	<b>1.939</b>	<b>3.891</b>
<b>OPERATING FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund			0.597	1.355	1.939	3.891
<b>Total Funding</b>	<b>-</b>	<b>-</b>	<b>0.597</b>	<b>1.355</b>	<b>1.939</b>	<b>3.891</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The Detention Center addition is budgeted in a capital project fund and is being financed as a pay-as-you-go project with transfers from the general fund balance. The budget reflects the design and construction of the addition. The project has a high impact on the operating budget. Operating costs are expected to be \$597,000 beginning in FY2006. This will provide for six full-time equivalent positions to begin the transition and phase-in of the addition. The full impact on the operating budget will be seen in FY2007, resulting in operational increases of \$1,355,000 for salaries, utilities, and other related operational costs.

<b>TECHNOLOGICAL IMPROVEMENTS    \$2,785,000</b>
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A total of \$2.785 million is programmed for technological improvements in the FY2004 – FY2008 Capital Improvement Program. These projects include the Greenville County Information Technology Plan and the Geographical Information System. These projects are described in more detail below.

**INFORMATION TECHNOLOGY  
 No Impact on Operating Budget**

**PROJECT NAME:** Information Technology

**LOCATION:** Various

**PROJECT DESCRIPTION**

This project entails implementing a comprehensive network system to provide connectivity between and among users, upgrading the County’s AS400 platform, installing network hardware and end-user query reporting, purchasing imaging systems and equipment for multiple county departments. The implementation of the Information Technology components will provide the County and its residents/customers with a more advanced, user friendly, citizen centered service organization through the addition, and replacement of equipment and software which will heighten Greenville County’s technological abilities, enhance existing service delivery, and provide for future growth in technology.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Purchase of Equipment	1.085	0.700	0.500			2.285
<b>Total Expenditures</b>	<b>1.085</b>	<b>0.700</b>	<b>0.500</b>	-	-	<b>2.285</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer		0.700	0.500			1.200
Special Revenue	1.085	-				1.085
<b>Total Funding</b>	<b>1.085</b>	<b>0.700</b>	<b>0.500</b>	-	-	<b>2.285</b>
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Information technology improvements are budgeted in a capital project fund and financed with a transfer from special revenue in FY2004 and a general fund transfer in FY2005 and FY2006. The budget reflects the cost of purchasing the necessary equipment. No additional operating costs are expected to be incurred.

**GIS-ORTHO PHOTOGRAPHY/LAND BASE UPDATES  
 No Impact on Operating Budget**

**PROJECT NAME:** GIS – Ortho Photography/Land Base Updates

**LOCATION:** Various

**PROJECT DESCRIPTION**

This project involves the production of a standard series of maps with survey control, aerial photography, analytic triangulation and digital and hardcopy map production. These GIS land base updates began in FY2001 and provide a mechanism for annual, incremental updates of aerial photography, planimetric and topographic data within the county. Changes in planimetric data such as building footprints, ponds, lakes, wetlands, streams, rivers, dams, bridges, parks, airports, street center lines, edge of pavement lines, and parking lots as well as changes in topography due to development will be captured and incorporated into the GIS database. The digital orthophotography database will be updated providing a current, accurate picture what exists on the ground.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Purchase of Equipment		0.300	0.200			0.500
Total Expenditures	-	<b>0.300</b>	<b>0.200</b>	-	-	<b>0.500</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer		0.300	0.200			0.500
Total Funding	-	<b>0.300</b>	<b>0.200</b>	-	-	<b>0.500</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*  
 Geographic information system improvements are budgeted in a capital project fund and financed with a general fund transfer. The budget reflects funding of \$500,000 for the five-year CIP planning period for updating the GIS land base. No additional operating costs are expected to be incurred.

<b>FACILITY PROJECTS</b>	<b>\$2,457,000</b>
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A total of \$2.457 million is programmed for facility construction and upgrades for County owned facilities. Projects include facility enhancements for County Square, including parking lot renovations, energy projects, and security enhancements. These projects are described in more detail below.

**UPGRADE OF HVAC SYSTEMS**  
**Impact on Operating Budget – Positive**

**PROJECT NAME:** HV/AC System Upgrades

**LOCATION:** Health Department

**PROJECT DESCRIPTION**

This project involves upgrading the HVAC systems at the Health Department. This facility is currently being heated with 50+ -year-old converted oil fired boilers (converted from coal to #2 fuel oil). These units are very inefficient and have borderline safety issues. New updated equipment with better energy rating will reduce energy cost, operational and maintenance costs.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Purchase of Equipment	0.074					0.074
<b>Total Expenditures</b>	<b>0.074</b>	-	-	-	-	<b>0.074</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer	0.074					0.074
<b>Total Funding</b>	<b>0.074</b>	-	-	-	-	<b>0.074</b>
OPERATING BUDGET IMPACT (Positive)						
Personnel Services						-
Operating Expenses	(0.010)	(0.010)	(0.011)	(0.011)	(0.011)	(0.053)
Contractual Services						-
<b>Total Operating Costs</b>	<b>(0.010)</b>	<b>(0.010)</b>	<b>(0.011)</b>	<b>(0.011)</b>	<b>(0.011)</b>	<b>(0.053)</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The replacement of the chiller at the Greenville County Health Department, one of Greenville County's facilities, is budgeted in a capital project fund and financed with a general fund transfer. The budget reflects the cost of purchasing the equipment. Replacement of this outdated equipment will provide a positive impact on the operating budget. Savings of \$10,000 within the operating budget for FY2004 and FY2005 are expected to be realized because of this project.

**CARPET REPLACEMENT  
 No Impact on Operating Budget**

**PROJECT NAME:** Carpet Replacement

**LOCATION:** County Square

**PROJECT DESCRIPTION**

This project involves the last phase of replacement of interior floor coverings of Greenville County Square, one of Greenville County's facilities. Greenville County Square, which houses the County's administrative and general government offices, is scheduled for carpet replacement in FY2004. This County facility has not replaced the carpet in 15 years. Standards for commercial facilities indicate replacement of floor coverings every 8-10 years. Carpet replacement recommendations are based on age and condition of carpet and facility usage. This project will allow the County to maintain appearance, safety standards and ensure product availability in the most economical manner.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM            CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Renovations	0.260				0.250	0.510
<b>Total Expenditures</b>	<b>0.260</b>	-	-	-	<b>0.250</b>	<b>0.510</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	0.260				0.250	0.510
<b>Total Funding</b>	<b>0.260</b>	-	-	-	<b>0.250</b>	<b>0.510</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The replacement of the carpet at Greenville County Square is budgeted in a capital project fund and financed with a general fund transfer. The budget reflects the cost of this renovation. No additional operating costs are expected to be incurred.

**COUNTY SQUARE RENOVATIONS  
 No Impact on Operating Budget**

**PROJECT NAME:** County Square Renovations

**LOCATION:** County Square

**PROJECT DESCRIPTION**

Greenville County Square is a 350,000 square foot facility currently housing County offices and departments. Approximately 10% of the space is leased to state and federal agencies and other groups. The facility has been at the maximum occupancy level since 1996. In September 2001, Craig, Gaulden and Davis, Inc., conducted a feasibility study for the facility to determine how to more effectively utilize the building. An evaluation of the existing facility, conducted by means of a physical survey and departmental and management interviews, revealed that the functions and size of some departments make them unsuited for occupancy at County Square, and other departments have requirements and space needs that make their current locations within County Square less than ideal. A conceptual master plan was developed indicating recommendations for department relocation. A phasing sequence was provided showing the order in which these relocations and moves might occur with the least disruption to County operations.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Construction	1.000					1.000
<b>Total Expenditures</b>	<b>1.000</b>	-	-	-	-	<b>1.000</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	1.000					1.000
<b>Total Funding</b>	<b>1.000</b>	-	-	-	-	<b>1.000</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The renovation of County Square is budgeted in a capital project fund and financed with a general fund transfer. The budget reflects the cost of this renovation for Phase II. No additional operating costs are expected to be incurred.

**PARKING LOT RENOVATIONS**  
**No Impact on Operating Budget**

**PROJECT NAME:** Parking Lot Renovations

**LOCATIONS:** County Square, Law Enforcement Center, Health Department

**PROJECT DESCRIPTION**

This project provides for renovations to the parking lots of the following County facilities: County Square, Law Enforcement Center, and the Health Department. The parking lots are 26 to 50 years old for these facilities and are experiencing fatigue and failure in many areas. Many years of traffic, tree roots, foot traffic, and renovation projects have contributed to these problems. Some injuries and claims for damage have been associated with damaged areas of parking lots.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM</b>						
<b>CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>TOTAL</b>
	<b>APPROVED</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>PROPOSED</b>	<b>PROPOSED</b>	
Construction	0.088	0.088				0.175
Total Expenditures	<b>0.088</b>	<b>0.088</b>	-	-	-	<b>0.175</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	0.088	0.088				0.175
Total Funding	<b>0.088</b>	<b>0.088</b>	-	-	-	<b>0.175</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The request for funding renovations to the parking lots of County facilities is appropriated over a two-year period for fiscal years 2004 and 2005. Funding (\$87,500 for each fiscal year) is budgeted in a capital project fund and financed with a general fund transfer. No additional operating costs are expected to be incurred.

**SECURITY ENHANCEMENTS  
 No Impact on Operating Budget**

**PROJECT NAME:** Security Enhancements

**LOCATION:** County Square, Courthouse

**PROJECT DESCRIPTION**

Security audits have been conducted for two County facilities: County Square and the Courthouse (General Sessions Court). The audits were conducted by DLR Group/Enwright and Associates to determine the vulnerability to certain types of threats. These threats include but are not limited to bodily harm of employees and staff, theft, bombing, and biohazard attacks. The audits were intended to serve as a guideline for security enhancement. They do not contain recommendations for providing the maximum amount of security, but contain recommendations for enhancing security while keeping costs, convenience, and accessibility in mind. For both facilities, recommendations were made concerning perimeter security, entry security, and interior security.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Purchase of Equipment	0.200	0.200				0.400
Total Expenditures	<b>0.200</b>	<b>0.200</b>	-	-	-	<b>0.400</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
General Fund Transfer	0.200	0.200				0.400
Total Funding	<b>0.200</b>	<b>0.200</b>	-	-	-	<b>0.400</b>
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

The request for funding security enhancements for County Square and the Courthouse is appropriated over a two-year period for fiscal years 2004 and 2005. Funding is budgeted in a capital project fund and financed with a general fund transfer. No additional operating costs are expected to be incurred.

**ENERGY PROJECTS (HV/AC CONTROLS)  
 Impact on Operating Budget – Positive**

**PROJECT NAME:** Energy Projects (HVAC Controls)

**LOCATIONS:** County Square, Law Enforcement Center

**PROJECT DESCRIPTION**

This project involves the implementation of energy-related projects. The project includes lighting retrofits for the Detention Center at the Law Enforcement Center facility. The project also includes upgrading the DDC Control System, installing pulse tap on main meter, ductwork/mechanical systems changes to correct hot spot/cold spot locations for the County Square facility.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Purchase of Equipment	0.298					0.298
<b>Total Expenditures</b>	<b>0.298</b>	-	-	-	-	<b>0.298</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
State ConserFund Program	0.298					0.298
<b>Total Funding</b>	<b>0.298</b>	-	-	-	-	<b>0.298</b>
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services						-
Operating Expenses	(0.041)	(0.041)	(0.042)	(0.042)	(0.042)	(0.208)
Contractual Services						-
<b>Total Operating Costs</b>	<b>(0.041)</b>	<b>(0.041)</b>	<b>(0.042)</b>	<b>(0.042)</b>	<b>(0.042)</b>	<b>(0.208)</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*  
 Funding for these energy projects is included in the capital projects fund and is financed through the State ConserFund Program administered by the South Carolina Energy Office. Greenville County is a partner with the South Carolina Energy Office and thereby qualifies to borrow money at a low interest rate for energy projects. The State has allocated a total of \$297,670 to complete these projects. Savings of \$41,000 within the operating budget for FY2004 and FY2005 are expected to be realized because of this project.

<b>INFRASTRUCTURE IMPROVEMENTS    \$57,41,000</b>
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A total of \$57.541 million is programmed for infrastructure improvements for the FY2004 – FY2008 Capital Improvement Program. These projects include the County’s road program, which is described in more detail below.

**ROAD PROGRAM  
 No Impact on Operating Budget**

**PROJECT NAME:** Road Program

**LOCATION:** Various

**PROJECT DESCRIPTION**

Road improvements include rehabilitation and/or reconstruction of “worst roads” first on a countywide basis. Planned projects are to be consistent with: (1) division and Council approved programs to reduce risk to public safety; (2) improvements on deteriorating road structures; and (3) Council approved Prescription for Progress Plan. The road program also includes bridge replacements, a traffic program, and a contribution for local municipality road programs.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>TOTAL</b>
	<b>APPROVED</b>	<b>APPROVED</b>	<b>PROPOSED</b>	<b>PROPOSED</b>	<b>PROPOSED</b>	
Planning and Design	0.312	0.150	0.622	0.150	0.550	1.784
Site Acquisition	0.150	0.476	0.164	0.815	0.165	1.770
Paving Program	5.262	5.084	6.719	3.708	4.851	25.624
Road and Inspection	0.900	2.671	2.139	4.052	2.975	12.737
Bridge	0.626	0.320	0.520	0.450	0.610	2.526
Traffic	0.450	0.450	0.450	0.450	0.450	2.250
Local Municipalities	0.700	0.700	0.700	0.700	0.700	3.500
Program Management	1.250	1.250	1.275	1.275	1.300	6.350
<b>Total Expenditures</b>	<b>9.650</b>	<b>11.101</b>	<b>12.589</b>	<b>11.600</b>	<b>11.601</b>	<b>56.541</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
Special Source Revenue Bonds	8.000		-	-	-	8.000
General Obligation Bonds	-	-	5.000	10.250	-	15.250
Road Maintenance Fee	1.650	6.111	6.106	1.350	5.972	21.189
Other Sources/ Fund Balance		4.990	1.483	-	5.629	12.102
<b>Total Funding</b>	<b>9.650</b>	<b>11.101</b>	<b>12.589</b>	<b>11.600</b>	<b>11.601</b>	<b>56.541</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*  
 Funding for the road program is included in the capital projects fund and is financed through several instruments, such as Special Source Revenue Bonds, General Obligation Bonds, Road Maintenance Fee, and other sources. This project provides a direct benefit to citizens through road and bridge improvements. No additional impact on the operating budget is anticipated.

**WATERLINES**  
**No Impact on Operating Budget**

**PROJECT NAME:** Water Lines

**LOCATION:** Various

**PROJECT DESCRIPTION**

This project involves the installation of city water lines for the southern portion of Greenville County. This project was included as an amendment by Council to the Capital Improvement Program.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Construction	0.500	0.500	-	-	-	1.000
Total Expenditures	<b>0.500</b>	<b>0.500</b>	-	-	-	<b>1.000</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	0.500	0.500	-	-	-	1.000
Total Funding	<b>0.500</b>	<b>0.500</b>	-	-	-	<b>1.000</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
Total Operating Costs	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for this project is included in the capital projects fund and is financed through a general transfer to the capital projects fund. No additional impact on the operating budget is anticipated.

<b>AGENCY REQUESTS</b>	<b>\$1,000,000</b>
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Funds programmed for agency requests for the FY2004 – FY2008 Capital Improvement Program total \$1.00 million. This includes one project for infrastructure improvements for the Matrix Business Park.

**THE MATRIX BUSINESS PARK**  
 No Impact on Operating Budget

**PROJECT NAME:** Matrix Business Park

**LOCATION:** Highway 25

**PROJECT DESCRIPTION**

This project involves the development of approximately 1,800 acres adjacent to Route 25 and the Southern Connector into a mixed use business, industrial, technology park. Funding is provided by the County for the construction of the backbone roads. The remainder of funding is from other sources such as C funds, GRATs, Tea 2, etc. Funding for FY2002 – FY2005 will provide essential infrastructure on public roads in the Matrix Business Park. This includes road design and construction, utilities, stormwater/drainage, engineering and related activities.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Construction	0.500	0.500				1.000
<b>Total Expenditures</b>	<b>0.500</b>	<b>0.500</b>	-	-	-	<b>1.000</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
General Fund Transfer	0.500	0.500				1.000
<b>Total Funding</b>	<b>0.500</b>	<b>0.500</b>	-	-	-	<b>1.000</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	-	-	-	-	-	-

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for this project is included in the capital projects fund and is funded through a transfer from the General Fund. No additional impact on the operating budget is anticipated.

**CAPITAL IMPROVEMENTS PROJECTS SUMMARY  
 PROPRIETARY FUNDS**

The County operates two enterprise funds: Solid Waste and Stormwater. Capital projects within those funds are accounted for in the appropriate proprietary enterprise fund. The FY2004-FY2008 Capital Improvement Program includes a budget of \$19.000 million for various capital projects in the areas of solid waste and stormwater. Each project is discussed in detail on the following pages.

<b>SOLID WASTE ENTERPRISE FUND</b>	<b>\$16,300,000</b>
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The FY2004-FY2008 Capital Improvement Program includes a budget of \$16.300 million for various capital projects in the solid waste enterprise fund, such as landfill improvements, acquisition of equipment.

**LANDFILL**

No Impact on Operating Budget

**PROJECT NAME:** Landfill

**LOCATION:** Anderson Ridge Road

**PROJECT DESCRIPTION**

The Enterprise Fund accounts for operations of the County's waste disposal, recycling, and landfill. Revenues are derived from three major source categories: tipping fees, property taxes, and other. Capital projects for the landfill include continued cell construction at the Enoree Landfill to ensure waste disposal capacity, equipment replacement for efficient operations, and maintenance of inactive landfills.

FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)						
	FY04 APPROVED	FY05 APPROVED	FY06 PROPOSED	FY07 PROPOSED	FY08 PROPOSED	TOTAL
Cell Construction	6.500	6.800	1.000	1.000	1.000	16.300
Equipment Replacement						
Inactive Landfill Postclosure						
Enoree Closure						
Landfill Permitting						
Landfill Development	0.600					
<b>Total Expenditures</b>	<b>6.500</b>	<b>6.800</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>16.300</b>
CAPITAL FUNDING SCHEDULE (IN MILLIONS)						
Enterprise Fund Revenue	6.500	6.800	1.000	1.000	1.000	16.300
<b>Total Funding</b>	<b>6.500</b>	<b>6.800</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>16.300</b>
OPERATING BUDGET IMPACT (No Impact)						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*  
 Funding for this project is included in the Solid Waste Enterprise Fund and is funded through revenue received for that fund. No additional impact on the operating budget is anticipated.

<b>STORMWATER ENTERPRISE FUND</b>	<b>\$2,700,000</b>
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The FY2004-FY2008 Capital Improvement Program includes a budget of \$2.700 million for capital projects in the Stormwater Enterprise Fund.

**STORMWATER TASK FORCE PROJECTS**  
 No Impact on Operating Budget

**PROJECT NAME:** Stormwater Task Force Projects

**LOCATION:** Various

**PROJECT DESCRIPTION**

The Drainage Program includes funding for the "425" drainage projects. The following projects are anticipated to be completed during the five-year CIP: Fairmont and Clearfield (FY2004), Merrifield Park (FY2005). Funding is also included for Corp of Engineer flood studies.

<b>FY2004-2008 CAPITAL IMPROVEMENT PROGRAM CAPITAL EXPENDITURE SCHEDULE (IN MILLIONS)</b>						
	<b>FY04 APPROVED</b>	<b>FY05 APPROVED</b>	<b>FY06 PROPOSED</b>	<b>FY07 PROPOSED</b>	<b>FY08 PROPOSED</b>	<b>TOTAL</b>
Task Force Projects	0.600	0.600	-	-	-	1.200
Other Project	0.750	0.750	-	-	-	1.500
<b>Total Expenditures</b>	<b>1.350</b>	<b>1.350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.700</b>
<b>CAPITAL FUNDING SCHEDULE (IN MILLIONS)</b>						
Enterprise Fund Revenue	1.350	1.350	-	-	-	2.700
<b>Total Funding</b>	<b>1.350</b>	<b>1.350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.700</b>
<b>OPERATING BUDGET IMPACT (No Impact)</b>						
Personnel Services						-
Operating Expenses						-
Contractual Services						-
<b>Total Operating Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**IMPACT ON OPERATING BUDGET**

*(Discussion of recurring costs, savings that will be realized, benefit to the county and citizens)*

Funding for this project is included in the Stormwater Enterprise Fund and is funded through revenue received for that fund. No additional impact on the operating budget is anticipated.

## CAPITAL IMPROVEMENT POLICIES

<b>POLICY</b>	It is the policy of Greenville County government to develop, maintain, and revise when necessary, a continuing Capital Improvement Program. The goal of the program is to provide the infrastructure, i.e., streets, bridges, etc.; and physical plant required by the County to respond to needs and demands of the citizens in the manner that makes the best use of the limited monies available and is consistent with the various legal requirements and policies of the County.
<b>PURPOSE</b>	To set forth a process for capital improvement planning and programming, administering, and implementing, and reporting.
<b>DEFINITIONS</b>	
Capital Improvement Program	The County's Capital Improvement Program is a five-year plan for the making of capital expenditures to be incurred each year to meet the County's identified capital needs. It sets forth each project which the County is to undertake by fiscal year, and outlines those resources needed or estimated to finance the projected expenditures.
Annual Capital Budget	The County's annual capital budget is the designated year within the five-year Capital Improvement Program approved by the County Council and is included as a part of the County's annual adopted budget.
Capital Project	A capital project results in a permanent addition to the County's assets. This is accomplished by acquisition of property, new construction, or rehabilitation, reconstruction, or renovation of an existing facility to a 'like new' condition which extends its useful life or increases its usefulness or capacity. Capital projects are large-scale endeavors in cost, in size, and in benefit to the county. They involve nonrecurring expenditures or capital outlays from a variety of specifically identified funding sources and do not duplicate maintenance activities in the operating budget. Capital projects typically have a service life in excess of the life of the bond issues used to finance them – typically from fifteen to twenty years. The purchase of vehicles is not considered a capital project.
Unused Bond Proceeds	Unspent monies paid to the County by the purchaser or underwriter for an issue of county bonds and interest earned on those monies, intended for use to finance the project or purpose for which the bonds were issued.
Unspent Capital Project Funds	Unspent capital project funds are those resources other than bond proceeds that have been received but are not spent in completing the capital project as planned.
<b>CAPITAL IMPROVEMENT PLANNING &amp; PROGRAMMING</b>	The continuing capital improvement planning and programming process is designed to yield four products on an annual basis: an annual capital budget, a three-year funding program, a five-year CIP, and projects for future consideration. The planning and programming process requires the active participation of the following groups, entities, and agencies: citizens, County Council, Planning Commission, County Administrator's Office, Finance Department and Office of Management and Budget, Public Services and Facilities Department, other departments of the county involved in providing physical facilities, and as appropriate, representatives from cities incorporated within Greenville County.

Planning and  
Programming  
Process

The overall process of capital improvement planning and programming is in two phases: Phase I – five-year capital program development for separate functional areas and Phase 2 – review of department proposals and development of countywide capital program update. As the annual operating budget is developed, the departments, the Office of Management and Budget and the County Administrator’s Office will examine the five-year capital program and its impact on the operating budget.

*Phase 1*

Each line department of the County is responsible for biennially developing a departmental five-year capital improvement program. The building blocks of any CIP program are the individual projects. For each project requested, regardless of funding source, the departments are to provide the following information: community need for or purpose of the project, specific description or definition of project scope, priority ranking, fiscal impact, proposed financing schedule for each project, health and safety effects, environmental and social effects, distribution effects and general location, effects on inter-jurisdictional relationship, and advantages from relation to other capital project proposals.

It is the responsibility of the other operating units, as named below, to take steps to ensure that all essential information required by the Departments is available to the Departments on a timely basis.

Overall policy direction for Capital Improvement Programs is provided by the County Council and disseminated by the County Administrator’s Office.

Administrative policies and procedures are implemented by the County Administrator.

The Public Works Division, working with Purchasing, is responsible for providing five-year program project cost estimates and more refined budget cost estimates.

The Public Buildings Division, working with Purchasing, is responsible for developing an estimate of the operating and maintenance budget impact of new, improved or expanded County facilities.

It is the responsibility of the Planning Commission to convey information on the County’s Comprehensive Plan, including its policies and elements, facility plans, development and population trends, and annexations.

The Office of Management and Budget is responsible for providing current financial and budget information, respectively, affecting the short and long-term funding of all capital projects.

*Phase 2*

The first level of review of departmental proposals is accomplished simultaneously and independently by the Office of Management and Budget and the Planning Commission. The Planning Commission reviews the priority projects listing of the department and relates the projects and priorities to the Comprehensive Plan. The Office of Management and Budget works within the priorities proposed by the

departments and develops financing strategies and identifies funding limitations for the program proposals of the departments.

The second level of the review utilizes a Capital Improvements Team, which is hereby established. The team is chaired by the Deputy County Administrator. The team shall include the Director of General Services, the Planning Commission and the OMB Manager. The team shall prepare a five-year CIP and submit to the County Administrator the proposal no later than November 15 of each year. The County Administrator shall propose a CIP to the County Council after having concluded an initial budgetary review and comprehensive plan consistency review with the Planning Commission.

The County Administrator's proposed five-year Capital Improvement Program is to be submitted to the County Council on or by the first council meeting in February of each year.

**CAPITAL  
IMPROVEMENT  
PROGRAM  
ADMINISTRATION &  
IMPLEMENTATION**

The Capital Improvement Program administration and implementation process is designed to efficiently transform plans and programs to usable public facilities. Specific objectives of the process are to implement projects at minimum cost and in minimum time. The process begins with the annual adoption of the capital budget.

The administration and implementation process requires the active participation of the following groups, entities, and agencies: County Council, County Administrator's Office, Office of Management and Budget, Planning Commission and the Engineering and Purchasing Division, and each department of the County involved in providing physical facilities, maintenance and services.

Administration &  
Implementation  
Process

The Capital Improvement Program administration and implementation process can be identified as having five phases: project initiation by department, project design, contract bidding, project construction, and project closeout.

Responsibilities

The following process description is necessarily general. It is intended to set forth the responsibilities, functions, and required internal procedures for administering and implementing capital projects. It should be recognized that there are other requirements and procedures that are directed by outside agencies. They are primarily associated with federal aid programs which have varying procedure requirements. This directive will govern unless outside agency requirements dictate otherwise and, in such instances, variations from this directive will be permitted only with County Administrator approval.

*Phase 1  
Project Initiation*

Each Department is responsible for initiating those projects within its jurisdiction. The purpose of the initiation process is to verify that conditions existing at the time of approval still exist, that conditions of approval have been met, and that organizational readiness and project analysis has been reviewed under current conditions. In general, the order of project initiation will be consistent with the priority listing in the approved program. The following steps are required in this phase:

The Department prepares scope of project, designated project director, and submits capital improvement project memorandum, with scope of project attached to initiate project. The following information should be attached to the initiation request: request for a new project number, project cost

estimate, synopsis of project funding, project cash flow, project calendar, capital budget authorization, and verification of any special (non-current revenue) funding.

OMB verifies funding and advises the General Services Director who shall establish sufficient revenue and expenditure accounts, making transfers as appropriated, and forwards documents to the County Engineer for evaluation. Projects shall be expended from authorized funds, using most restrictive revenue first, as appropriated. Each reviewing department should process initiation forms within three working days of receipt.

Architects and engineers evaluate scope and determine adequacy of budget estimate. Other requirements such as land acquisition also reviewed at this time.

Capital Improvement Team either recommends project approval or refers back for additional work based on reports from initiating departments, OMB, and the Engineering staff.

Approval by the County Administrator or designee is necessary to authorize proceeding with project.

*Phase 2  
The Design*

Unless specific exception is made in Phase 1 project initiation, the Engineering staff is responsible for executing the design phase. The County may award professional services design and inspection contracts to outside architects and engineers for capital improvement projects.

Throughout the design phase, consultants are required to maintain liaison with the appropriate County departments to assure functional acceptability and that operating and maintenance considerations are fully considered. The Engineering staff will ensure proper coordination in this regard. The project design will be subject to acceptance by the professional Engineering staff and the operating Department.

The Building Maintenance Division will refine earlier estimates of the operating and maintenance budget impact of new or expanded County facilities during the design phase. The projected operating and maintenance budget impact shall include, but is not limited to, estimates of the increased costs for custodial and maintenance requirements, utilities, and staffing needs for a period of each of five consecutive fiscal years.

*Phase 3  
Contract Bidding*

Upon the completion of the design phase, reporting of deviations between project budget and cost estimates resulting from design phase and authorization by the County Administrator to proceed, the Engineering staff will forward plans and specifications to the Director of General Services, Purchasing and the operating Department Director for processing of the construction contract. The following steps are required in the bidding process: issuance of notice of call for bids; conduct pre-bid conference with prospective bidders, where appropriate; authorize written agenda to contract documents as required; receipt and public opening of

bids; refer bids to Engineering and Purchasing staff and the operating department for evaluation and recommendation; verify contractor's ability to obtain bond and insurance documents and compliance with purchase procedures; award of contract in accordance County purchasing policies and procedures; approval as to form by the County Attorney (public improvement contracts require the approval of County Council. Requests for Council action must be submitted to OMB 8-10 working days before the Council meeting. OMB is responsible for review and submittal to the County Administrator for inclusion on Council agenda no later than 5 working days prior to Council meeting.); execution of contract; approval by the County Administrator or designee; and notify contractor, County representative responsible for administering the contract, and operating Department that contract documents are completed.

*Phase 4  
Project Consultation/  
Construction*

Upon completion of Phase 3, the County representative designated in the contract to administer the work and perform inspection will: (1) conduct a pre-construction conference (utilizing the checklist) to coordinate the construction with utility and traffic requirements and to provide Purchasing the opportunity to explain equal employment opportunity provisions, local and federal and the procedures for change orders and process payments; (2) establish a date for commencement of the work and issue a notice to proceed; (3) coordinate the inspection functions of the consultant; (4) actively pursue the progress of the work, performing timely inspections and processing progress payments as required; (4) where needed, recommend and initiate change orders to the contract; (5) authorize field change orders to the contract not to exceed \$5,000 or 10% of the original contract price, whichever is smaller and make recommendations to Purchasing for change orders in excess of these amounts; (6) handle emergency field change orders; (7) conduct final inspection of the project with the contractor, consultant and operating department where appropriate; (8) ensure corrective action on all deficiencies; and (9) issue certificate of completion and process final payment documents.

*Phase 5  
Project Close-Out*

Upon completion of the construction phase and within 90 days of final contractor payment, the initiating Department will enter final costs, completion dates, identification of unspent funds, and other pertinent information on projects close-out form, sign the certificate of completion and return the original form to the General Services Department. Departments shall be responsible to reconcile any differences between project closeout detail and the County's financial and CIP tracking system. The General Services Department will verify the funding information, then shall close out appropriate project accounts within fifteen days of receipt of notice verifying the amount of unspent bond proceeds and/or unspent capital project funds.

*Phase 6  
Project Final*

After project closeout, total revenues should equal total expenses. There should be no further charges to the project account.

**REVISIONS IN  
CAPITAL PROGRAMS  
AND CAPITAL  
PROJECTS**

OMB will be responsible for the coordination of the preparation and submission of reports, setting out revisions that are recommended, and the current status of the capital projects. All proposed capital project changes shall be submitted through OMB for the approval of the County Administrator.

Departments shall endeavor to implement without change their approved capital program and the projects therein. However, it is recognized that, for a variety of reasons, changes are necessary and, therefore, procedures to accommodate changes are established herein.

No capital project shall be undertaken unless it is included in the capital budget or is approved by County Council.

No capital project shall be deleted from the capital budget unless approved by the Council or notice given to Council.

In no case shall projects incur a funding deficit without approval of the County Council.

The underlying principles governing the handling of proposed capital program and capital project changes are to ensure consistency with County Council policy direction, available budget capacity, and the achievement of the overall functional objectives of the Department, as embodied in the adopted CIP, and to ensure that changes are handled in a visible manner with all appropriate entities involved.

All changes to capital programs and projects shall be reported to the County Council on a quarterly basis.

**PROJECT  
REPORTING  
PROCEDURE**

In October, January, April, and July, the OMB will assemble a Capital Improvements Project Status Report for distribution to the Council through the Quarterly Operating Report.

Status of Previously  
Approved or Carried  
Forward Projects

Each October and November, the Departments are scheduled to brief the Capital Improvements Team on the status of that Department's then existing capital program budget and individual projects. This status briefing is especially useful in identifying those projects that have fallen behind schedule and, thus, may need to be included, although not originally planned, in a subsequent year's budget.

The presence of carried forward projects could place the County in the awkward position of having to use scarce budget capacity twice; once in the initial budget year and then again in the subsequent period. The result is a needless use of legal budget capacity and, therefore, carry forward projects are to be discouraged. Each department will monitor project implementation closely.